CITY OF KENT

CLASS TITLE: HUMAN RESOURCES ANALYST

SALARY RANGE: NR 34 CLASSIFICATION STATUS: Exempt

BASIC FUNCTION:

Under the direction of the Human Resources Director, perform professional, technical and administrative duties involved in the development, implementation and administration of Human Resources programs and activities.

DISTINGUISHING CHARACTERISTICS:

Level of Responsibility:

This is a professional level classification in which the incumbent is responsible for the development, implementation and administration of human resources programs and activities.

Incumbent makes decisions relating to policies, procedures and application of such procedures as it applies to City standards on a regular basis. New, unusual or unprecedented policy decisions are referred to the Human Resources Director for resolution or referred to upper management.

Level of Supervision:

Work is performed independently under general direction from the Human Resources Director.

Incumbent may provide work directions to technical or administrative staff as needed.

Nature of Work:

Work is characterized by professional level analytical Human Resources duties associated with the development, implementation and administration of policies, programs and procedures in the areas of benefits; classification and compensation; organization; recruitment, testing, selection and retention of City employees; training; labor negotiations and employee relations; and communicate with City officials, departments, staff and the public regarding a variety of Human Resources matters. While actual duties will vary from time to time, the analyst is responsible for performing work in all areas.

Incumbent is frequently required to perform work in confidence and under pressure for deadlines. Incumbent is frequently involved in highly sensitive and emotional interpersonal relations requiring skill in gaining trust and confidence from others.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree in Public or Business Administration, Human Resources or a related field and two (2) years of responsible personnel experience at a professional level affording a familiarity with personnel classification, compensation, recruitment, promotion, testing, evaluation, training, labor relations, benefits, employee programs, policy and procedures; or any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

A valid Washington State driver's license.

Desirable: Minimum of one year professional personnel experience with a public

municipality.